



OFFICE USE ONLY
Accounting Code: **PF**

CITY OF SUGAR LAND
Planning Department
Plat / General Plan Submittal Application

Please provide the following information & return your submittal to the Planning Department, 2700 Town Center Blvd. N., Attention: Development Review Coordinator (Deadline for Submittals is Monday / 3:00 p.m.)

Subdivision Name _____ **Development** _____

Submittal Type

- | | | |
|--|--|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Short Form Final Plat |
| <input type="checkbox"/> Preliminary Replat | <input type="checkbox"/> Final Replat | <input type="checkbox"/> Vacation Plat |
| <input type="checkbox"/> Extension of Approval | <input type="checkbox"/> Street Dedication | <input type="checkbox"/> Amending Replat |
| | | <input type="checkbox"/> Minor Plat |
| | | <input type="checkbox"/> General Plan |

Reason for Replat or Amending Replat

Type of Plat

- | | |
|--|--|
| <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Multi-Family Residential | <input type="checkbox"/> Commercial / Industrial |
| <input type="checkbox"/> Zero Lot Line/Patio Homes | <input type="checkbox"/> Business / Office |

Owner _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Email _____

Engineer or Planner

Company _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Email _____

Plat Location

- ☐ City ☐ Extraterritorial Jurisdiction

Survey/Abstract No. _____

Geographic Location (List major streets, bayous, creeks and adjacent subdivisions) _____

Jurisdictions Utility District _____ School District _____

Levee Improvement District _____ County Precinct _____

Zoning District _____

Plat Data

Total Acreage _____ Typical Lot Size _____

Number of Streets _____ Number & Types of Reserves _____

Number of Lots _____ Total Acres in Reserve _____

Variance Request☐ None☐ Yes (Attached Form)☐ Previously Approved**Improvement Provisions**Utilities Constructed by _____ Maintained by _____
(upon acceptance)Pavement Constructed by _____ Maintained by _____
(upon acceptance)

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

X**Signature of Applicant****Date****CHECKLIST FOR ALL SUBMITTALS :**

- Seven (7) Copies of the Completed Application
- Seven (7) 24" x 36" prints – folded to 8 ½" x 14"
- Submittal Fees for:

Preliminary, Final, & Short Form Final

Base \$800 Per Lot \$2.50

Per Acre of Reserve \$12.50

Amending Replat or Minor Plat

Base \$250

General Plan

New General Plan \$800

Note: A Minor Amendment to existing General Plan is \$100 and major amendment is \$800

Replats (Prelim., Final, or SFF)

Base \$400 Per Lot \$2.50

Per Acre of Reserve \$12.50

Subdivision Reg. Variance

Base \$500 if separate request from plat.

(No fee if variance is part of plat in review)

- **The required applicable letters. (Preliminary Plats require copy of notification letters; Final Plats require a response letter from agencies)**

☐ County Drainage District☐ County Engineer (ETJ only)☐ Levee Improvement District☐ Municipal Utility Dist.
☐ Post Office☐ Centerpoint Energy☐ Applicable Phone☐ Appropriate I.S.D.**Additional Information is needed for the following submittal types:**

- **General Plan**
 - ☐ Nine (9) 24" x 36" prints – folded to 8 ½ x 14 and one (1) 11" x 17" print
 - ☐ Approved Traffic Impact Analysis (T.I.A.) if plan changes or impacts the thoroughfare plan
- **Preliminary Plat**
 - ☐ Two (2) copies of the Utility One-Lines
- **Final Plat / Short Form Final**
 - ☐ Construction Plans (**Must be turned in with Final Plat**) Submitted at an earlier date ____/____/____
 - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Replats**
 - ☐ Seven (7) 24" x 36" copies of the original plat
 - ☐ A list of property owners names and mailing addresses for public hearing
(Residential Final Replats Only)
- **Amending**
 - ☐ Construction Plans Submitted at an earlier date ____/____/____
 - ☐ Copy of Utility Easement filed by separate instrument (if applicable)
- **Extension of Approval**
 - ☐ Letter of Request 30 days prior to expiration date of approval of final